

Process Name: Accounts Payable		Process Identifier: AP	
Sub-Process Name: Payment Card		Sub-Process Identifier: AP-3	
Sub-Process Purpose and Objectives: Pay for goods and services obtained using a payment card			
Sub-Process Description: Employees pay for goods and services using a payment card. They also record the transaction in their personal log. At some point during the month, the bank sends a bill to each employee and a bill for each agency to the Division of Accounts (Accounts). The employee compares the bill to the personal log. If the employee identifies any issues, then the agency, vendor and employee attempt to resolve them. If the agency is unable to resolve the issue then the charge is disputed in the CARE system. The agency will allocate all non-disputed charges in the CARE system and produce an extract file for Foxpro. Accounts will review each agency’s bill and calculate and record a rebate and direct invoice in STARS. Two weeks later, Accounts will also compare the Foxpro payment card extract to the bill. If any issues are found then Accounts will obtain a new file. If the file and bill pass review then a journal entry is made to allocate the charges to the appropriate area.			
Sub-Process Trigger(s): <ul style="list-style-type: none">• Monthly bill• Employee charges on payment card		Key Sub-Process Participants: <ul style="list-style-type: none">• Agency• Division of Accounts• Employee• Bank	
Inputs:			
Input	Format	Volume/Time	Suppliers
Bill	Paper	318 Active Employees and increasing	Bank
Outputs:			
Output	Format	Volume/Time	Recipients
Payment	ACH	Monthly	Bank

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Performance Measures Tracked:			
Measure	Approx. Value	Target Value	
None			
Laws, Regulations, and Policies That Govern Sub-Process: The cardholder has sixty days to dispute the charges. Cardholder manual, Charges must be less than \$400 and not subject to procurement rules.			
Current Sub-Process Issues/Problems: TOPS cannot flag items for non-payment			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Increase the limit up to \$2,000 for acquiring goods and services with a payment card and interface the purchasing information back to TOPS		TOPS systems change required and minor training impact	
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
STARS		STARS is KPMG's mainframe governmental accounting system. It is written in COBOL and uses an IMS database.	
CARE		Payment card vendor's software system.	
Foxpro		Foxpro is a PC based database software written by Microsoft.	



